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JUN 18 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Table of Organization of the Management Staff

1. The attached Table of Organization and current mission and functions of the revised Management Staff include the Regulations Control Staff, formerly a part of the DD/A's Office and the Records Management Division, formerly a component of the General Services Office.

2. The organization chart; (Tab A) statement of mission; (Tab B) functional responsibilities (Tab C) and staff pattern (Tab D) are attached together with key position descriptions (Tab E).

3. The T/O proposal provides for ☐ positions with a ceiling of ☐ (2 positions on temporary loan charged against the DD/A ceiling reserve). The following position should be transferred from DD/A to Management Staff T/O:

Administrative Assistant C 11 GS-7

4. The Management Staff currently comprises components having four budgetary allotments. These are Management Improvement Staff Allotment No. 6320, Regulations Control Staff Allotment No. 6001, Records Management Division Allotment No. 6605 and the Records Center Allotment No. 6606. Budget preparation on the basis of these combined functions as authorized by ☐ dated 5 April 1954 is being undertaken for the ensuing fiscal year.

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Chief, Management Staff

Attachment  
T/O

On File  
in  
Overt  
Branch  
as

To be retained in Office  
of DD/A per  
telephone instructions  
from DD/A  
and Mgt Staff  
on 2 ~~SECRET~~ 1954

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